

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**HAF MISSION DIRECTIVE 1-4  
7 MARCH 2012**



**CHIEF OF STAFF OF THE AIR FORCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**1. Mission.** The Chief of Staff of the Air Force (CSAF) assists the Secretary of the Air Force (SecAF) in conducting the affairs of the Department of the Air Force as set forth in Title 10 of the United States Code (10 USC) and relevant Department of Defense (DoD) issuances.

**2. Organizational relationships.** The SecAF is responsible for, and has all legal authority necessary to conduct, the affairs of the Department of the Air Force. The Secretariat, the CSAF, and Air Staff offices perform their Department of the Air Force functions subject to the authority, direction and control of the SecAF.

**2.1.** The CSAF serves at the pleasure of the President, is the principal military advisor to the SecAF, and acts as the agent of the SecAF in executing responsibilities under 10 USC § 8033. The CSAF further performs the duties prescribed by Title 10 USC Section 171 and other provisions of law; and performs such other military duties, not otherwise assigned by law, as are assigned by the President, the Secretary of Defense (SecDef), or SecAF.

**2.1.1.** To the extent that CSAF's independence is not impaired in the performance of duties as a member of the Joint Chiefs of Staff (JCS), CSAF shall inform the SecAF regarding military advice rendered by members of the JCS on matters affecting the Department of the Air Force. Subject to the authority, direction, and control of the SecDef, the CSAF shall keep the SecAF fully informed of significant military operations affecting the duties and responsibilities of the SecAF.

**2.2.** The function and composition of the Air Staff is established by 10 USC § 8031. It includes the Chief of Staff, Vice Chief of Staff, Assistant Chief(s) of Staff, Deputy Chiefs of Staff, Surgeon General of the Air Force, Judge Advocate General of the Air Force, the Chief of the Air Force Reserve, and other such offices as the SecAF may establish or designate (such as the Assistant Vice Chief of Staff), and civilian employees in the Department of the Air Force assigned or detailed to the Air Staff.

**2.3.** Reporting to the CSAF are three Direct Reporting Units: the United States Air Force Academy, whose mission is documented in AFMD-12; Air Force District of Washington, whose mission is documented in AFMD-13; and the Air Force Operational Test and Evaluation Center, whose mission is documented in AFMD-14.

**3. Responsibilities.** The responsibilities of the CSAF are listed in 10 USC § 8033 and repeated in the Air Force Mission Directive 1.

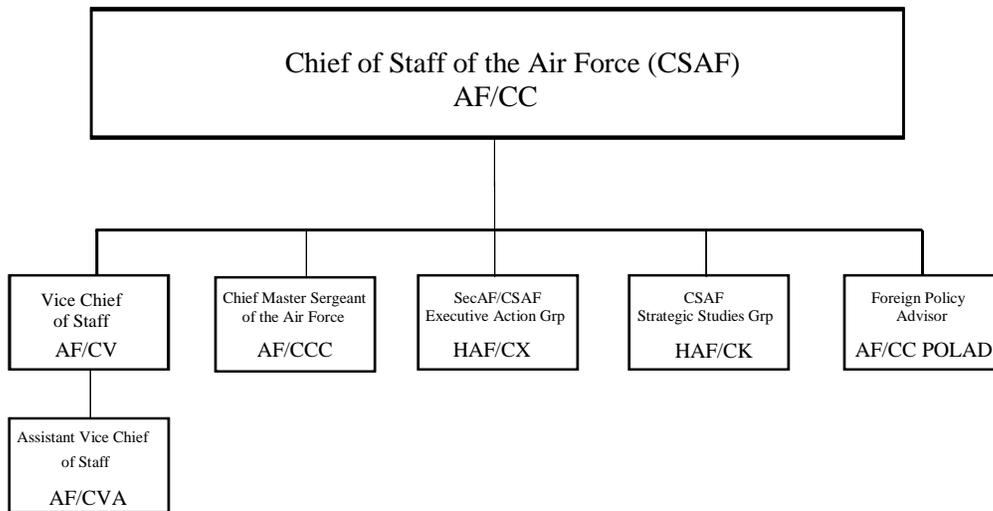
Michael B. Donley  
Secretary of the Air Force

Attachment:

1. Organizational Chart

## Attachment 1

### Chief of Staff of the Air Force (AF/CC)



A1.1. AF/CC assists the SecAF in conducting the affairs of the Department of the Air Force as set forth in Title 10 of the United States Code and relevant Department of Defense issuances.

A1.2. Vice Chief of Staff (AF/CV). Under 10 USC § 8034, the Vice Chief of Staff has such authority and duties with respect to the Department of the Air Force as the Chief of Staff, with the approval of the SecAF, may delegate to or prescribe for him. AF/CV is Co-Chairman of the Air Force Council with the Under Secretary of the Air Force.

A1.3. Assistant Vice Chief of Staff (AF/CVA). Assists the AF/CC and AF/CV and serves as the Air Force Director of Staff.

A1.3.1. Develops, implements and reviews plans, programs and policies for managing the Air Force.

A1.3.2. Supervises the organization and administration of the Air Staff, and provides administrative services for the offices of the Secretary by: developing and implementing Command Section correspondence policy, quality control and suspense tracking; acting as the administrative liaison between Secretariat, Air Staff, and the Office of the Secretary of Defense (OSD); administering Pentagon First Sergeant and Commander responsibilities (for O-3s and below); providing military personnel support

to the HAF Command Section and HAF Directorates and agencies within the National Capital Region; and conducting training such as HAF Newcomers Orientation, Action Officer Training and select training in various task-related management software.

A1.3.3. Serves as accreditation authority for the foreign air attaché corps in Washington and is the principal USAF representative officer to attaché corps functions.

A1.3.4. Is a member of the Scientific Advisory Board Steering Committee.

A1.3.5. Co-Chairs the Environment, Safety and Occupational Health Committee.

A1.3.6. Chairs the United States Air Force Heritage Program Board of Directors.

A1.3.7. Supervises the Special Air Missions airlift of the President, Vice President, senior cabinet members, the Congress and other civilian and military dignitaries of the United States and foreign governments.

A1.3.8. Supervises executive support to the AF/CC's Senior Commander's Conference (CORONAs), Senior Statesmen (retired 4-Star) Symposium, Leadership Forum (retired 1, 2, and 3-Star), AF/CC Civic Leaders Group, HAF staff meetings, Air Force Councils, and other Air Force senior leadership executive forums.

A1.3.9. Supervises protocol events involving senior Air Force leadership.

A1.3.10. Coordinates with the Director of the Joint Staff (DJS) and other services' Directors of Staff: Navy Director of Staff, Director of the Army Staff and Director of the Marine Corps staff.

#### A1.4. Offices supporting the offices of the AF/CC:

A1.4.1. Chief Master Sergeant of the Air Force (AF/CCC). Advises and assists the AF/CC and the SecAF on matters concerning Air Force enlisted members.

A1.4.2. SecAF and AF/CC Executive Action Group (HAF/CX). Entrusted by the SecAF, Under Secretary of the Air Force (USecAF), AF/CC, AF/CV, AF/CVA and AF/CCC (Top 6) to assist them in: (1) developing ideas, policies and concepts spanning the full range of Air Force and joint operational issues; (2) presenting Air Force policies and positions to civic, military and other professional groups; (3) preparing speeches, Congressional testimony, statements and articles, official correspondence, pamphlets. In addition, HAF/CX specializes in: (4) conducting special projects and advising the senior leadership on Air Force doctrine, policy, organization and operations; (5) interfacing with the Air Staff, Secretariat, Joint Staff and Office of the Secretary of Defense (OSD) on top priority issues; (6) assisting the Air Staff, Secretariat and Major Commands (MAJCOMs) by providing policy analysis to ensure policy and position statements reflect senior leadership guidance; (7) providing major conference and event support for the AF Top 6; (8) reviewing correspondence and tasker responses being routed to the Top 6 for review,

coordination, and/or signature; and (9) developing and implementing SecAF and AF/CC long-range communication strategies and Public Affairs (PA) activities and providing PA support to the AF Top 6.

A1.4.3. CSAF Strategic Studies Group (HAF/CK). Provides AF/CC with strategic assessment, options, and recommendations concerning USAF contribution to military strategy, national security strategy, and international affairs. Supports the AF/CC in his role as a member of the JCS and military advisor to the Secretary of Defense, National Security Council and the President, as well as the Homeland Security Council. Provides independent assessment of strategic trends, events, and initiatives.

A1.4.4. CSAF Foreign Policy Advisor (AF/CC POLAD). The POLAD is a US Senior Foreign Service Officer assigned from the Department of State to advise AF/CC in his war fighting role on all matters of US foreign policy pertinent to the AF and serve as the AF/CC's primary liaison to the US Department of State.